

Lincoln High School Recommendation Request Form

1. Please complete this form **three (3) weeks** in advance to allow enough time for a recommendation letter to be written
2. Students must complete pages
3. If applicable to the institution or scholarship, students must provide their official transcript

****Students – Please complete the section(s) below****

First Name:			
Last Name:			
Grade (9th-12th):		Phone Number:	
Email:			
Weighted GPA:		Unweighted GPA:	
Student-Athlete? (Y/N):		Entering Armed Services? (Y/N):	
If considering Armed Services, what branch?:			
Army	Navy	Air Force	Marines
			Coast Guard
Other _____			

Please Identify College(s)/Universities/Scholarship(s) Applying for Below:

Please List any Clubs, Organizations, or Student Activities Below:

Please List any Leadership Positions, Special Accomplishments, and Community Involvement Below:

Please Describe any of the Areas mentioned Above, and List any completed Community Involvement Hours:

**** (Applicable to Student-Athletes Only) ****

Please list your Sport(s), Awards, Honors, or Special Recognition

Additional Awards, Honors, or Recognition Not Previously Listed



Work Experience (Feel free to submit a resume' as an alternative to this section)				
Currently Employed? (Y/N):				
Current Employer(s): **Disregard this area if not previously employed				
Length of Employment:				
Job Duties:				
Previously Employed? (Y/N):				
Previous Employer(s): **Disregard this area if not previously employed				
Length of Employment:				
Job Duties:				
Self-Assessment				
Rank yourself for each concept with an "X"	Emerging (Beginning)	Developing (Expanding)	Applying (Practicing)	Extending (Executing & Educating)
Academic Motivation				
Academic Integrity				
Leadership				
Organization				
Communication				
Creativity				
Analytical				
Reliability				
Self-Management				
Problem-Solving				
Collaboration				

What are your goals after college/completion of vocational training?

Describe yourself (Strengths, Weaknesses, Interests, Academic/Personal Attributes, Greatest Life Accomplishment)

Is there anything you'd like the recommender to be aware of (Aspirations, Experiences, Involvement, Adversity)

Do you have financial or personal barriers that affect post-high school (secondary) plans?

What date do you need the letter of recommendation by?: _____

****Section Below completed by Guidance Office****

Date Received in Guidance: _____

Received By: _____

Lincoln High School Teacher Recommendation Form

Teachers, please complete this form once provided from the student requesting your recommendation and return it to the guidance office upon completion.

As counselors, we write recommendations for seniors applying for college admission or scholarships. For validity in our recommendation, we are asking that you provide us with information pertaining to the student. As this effort is collaborative, we'll be asking for information from more than one source. Your feedback makes a significant difference for this student, and we appreciate your continued support.

****Teachers – Please complete the section(s) below****

Student Name:	
School Counselor Name:	
Do you permit the student to view your feedback (Y/N)	

What words come to mind when describing this student?:

Motivation/Initiative/Intellectual Promise/Interest in learning:

Attitude/Citizenship/Integrity:

One Quality I enjoy most about this student:

Additional Information Not Previously Listed



Teacher Assessment of Student				
Rank the student for each concept with an "X"	Emerging (Beginning)	Developing (Expanding)	Applying (Practicing)	Extending (Executing & Educating)
Character				
Academic Motivation				
Academic Creativity				
Academic Self-Discipline				
Self-Efficacy				
Self-Confidence				
Leadership				
Warmth of Personality				
Sense of Humor				
Concern for Others				
Energy				
Emotional Maturity				
Personal Initiative				
Response to Difficulty				
Respect for Faculty				
Respect for Peers				
Social Awareness and Tolerance				
Extracurricular Involvement				

Check the Areas Below that the Student Exemplifies/Is Noticeable by Peers/Faculty:			
	Academic Engagement		Leadership in Activities
	Personality		Interest in Learning
	Athletic Success		Accomplishment in Activities